



Event Coordinator (Part Time)

JOB DESCRIPTION

At Capstone Event Group (Capstone), we believe that every runner brings a unique story to the start line. We honor each of those stories by creating memorable experiences that have a lasting impact on participants. We exist to build and steward a portfolio of events that are indispensable in their respective communities and in the lives of our participants.

If you enjoy being an integral part of a team that creates transformative experiences for other people, please consider becoming part of our Race Weekend team.

Help us create events like City of Oaks Marathon (Raleigh, NC), Tar Heel 10 Miler (Chapel Hill, NC), Charleston Half Marathon and many more.

We are looking for energetic people who can help with the following things during race weekends:

- Customer service
 - Help our customer service team delight customers during expos and at packet pick up
 - Assist with bib distribution and awards distribution
- Course zone lead
 - Lead a section of a race course, ensuring that runners successfully navigate that portion of the route safely
 - Coordinate with course entertainment and water stops on that section of the course
- Finish line assistant
 - Lead areas of the post race party experience including finish line, food distribution, beer distribution, gear check and more
 - Help guide volunteers to ensure the runners and sponsors have a world class post race experience

Capstone currently owns and operates the Resort Races Collection, Charleston Half Marathon, City of Oaks Marathon, Myrtle Beach Marathon, Hamptons Marathon, Tarheel 10 Miler, Bull City Race Fest and the Race 13.1 Half Marathon Series. We will be adding more signature events to our portfolio soon.

If you are interested in this position, please apply at www.capstoneraces.com/careers

DESIRED TRAITS AND QUALIFICATIONS

- Must be willing and able to lift and move cases of water, boxes of shirts and other similar items
- Must be able to work a minimum of 3 race weekends per year (Friday, Saturday and sometimes Sunday)
- Fit with company culture – we will evaluate this closely if we have the opportunity to meet you

BENEFITS & COMPENSATION

- \$25 / hour (minimum 20 hours/weekend)
- Hotel and meals reimbursement for any necessary travel away from your hometown